

# **PUTTING IT ALL TOGETHER**

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# Overview

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- ✓ Required Documentation
- ✓ Required Content
- ✓ What's Next...

# Required Documentation

- ✓ AF 2661, *Air Force Medical Service Application of Continuing Health Education Offering*
- ✓ AF 2662, *Continuing Education Curriculum Vitae for Instructor*
- ✓ Agenda
- ✓ AF 2663, *Continuing Health Education Outline*
- ✓ Faculty Disclosure Declaration
- ✓ Evaluation Tools
- ✓ Certificate of Attendance
- ✓ Handouts--optional
- ✓ Co-Provider Agreement, if applicable

# AF 2661

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- ✓ Identify Corps
- ✓ Target Audience
- ✓ Contact Hours
- ✓ Determination of Learning Needs
- ✓ Offering Overview
- ✓ List Names

# AF 2662

- ✓ Include one for each instructor, planner, administrative assistant
  - ✓ documents expertise of planners
  - ✓ document experience of presenter--to teach particular topic
- ✓ Standardized Course...list expiration dates
  - ✓ Note-- instructors don't receive CE creditor
  - ✓ Apply to the Recognition Program for credit

# Agenda

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- ✓ Coordinate times with separate entries
  - ✓ Introductions, breaks, etc
- ✓ Rotating Sessions--include timing
- ✓ List presenters

# AF 2663

- ✓ Relate content to and consistent with activity objectives
- ✓ Times should match agenda
- ✓ List Presenters
- ✓ Determine contact hours
  - ✓ don't include--registration, overview, breaks/meals, panel discussion and Q/A session-- unless objectives and content -- are on AF 2663
  - ✓ Standardized courses--HQ AFPC/DPAMN has AHA course materials on file
  - ✓ Include references, teaching methods, AV aids

# Evaluation Tools

- ✓ Performance objectives
  - ✓ Checklists for performance based learning
  - ✓ Provide standards/conditions student is measured against
- ✓ Posttest
  - ✓ Questions measure objectives
  - ✓ Indicate passing score
- ✓ Participation Critique
  - ✓ Includes overall program, learner achievement, expertise of presenter, teaching strategies

# Certificate of Attendance

- ✓ Successful completion statement
- ✓ Sponsor name
- ✓ Participant name,
- ✓ Title of activity
- ✓ Date
- ✓ Contact hours
- ✓ ANCC statement
- ✓ Approval code is good for 24 months

# Misc

- ✓ Faculty disclosure--needed for everyone
- ✓ Co-Provider statements if applicable
  - ✓ AF 2661
- ✓ Handouts---add to package if available

# ARE WE THERE YET...

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**NO**

# WHAT NEXT...

- ✓ Compile package for your quality review
- ✓ If you have a provider code--have your committee review it for approval
- ✓ If you don't have a provider code...
  - ✓ Submit a copy of your package to HQ AFPC/DPAMN--Nursing
  - ✓ Other health disciplines...send a second copy to DPAME for medical review

# **ARE WE THERE YET...**

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**YES**

**Remember...  
after action  
reports**

# Questions

